

### General Guidelines Regarding SAP Activities

- This year's Student Ambassador Program is very special in that we are attempting to continue this tradition and provide opportunity for our students despite COVID-19.
  - Activities are written in such a way as to allow the maximum flexibility and creativity when tackling them, while maintaining a standard across the board.
  - That being said, it is the responsibility of the **Student Ambassadors** & their **Advisors** to **implement cautionary measures** and **CDC guidance** to **mitigate risk of COVID-19**.
    - Ex: wearing a mask and observing social distancing while conducting SA activities.
    - Ex: sanitizing work environment before and after meetings and events.
- Ultimately, it is the responsibility of the **Student Ambassadors** & their **Advisors** to ensure that their activities are **submitted in a timely manner** and that **they meet the guidelines for points**.
  - Guidelines for the different activities can be found on the Student Ambassador website.
  - If your team has questions about activities, please reach out to the SOS team.
- Activities must be submitted within one week (7 days) of completion.
  - Activities that violate this 7-day period risk being removed from the website
  - In the event that the 7-day period cannot be successfully met, reach out to the SOS team to coordinate the submission of your activity.
- The Student Ambassador website is built so that activities where points are dependent on the number of participants can be uploaded to reflect that number.
  - There is no need for the same activity to be uploaded multiple times by each Ambassador.
  - **Duplicate activities will be removed** from the website to reflect accurate points.
  - It is recommended that teams designate 1 individual to upload activities for the team.
- Do not upload the same proof/picture/description for different activities.